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| PART II | DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT | 1.315 |
|         | STATE OF HAWAII                           | 1.316 |
|         |   | 1.317 |

Minimum Qualification Specifications  
for the Classes:

TUNNEL SYSTEMS OPERATOR I, II, AND III

**Prerequisite Knowledges and Abilities Required:**

**LEVEL I:**

Knowledge of: Oral English grammar and usage appropriate in dealing with the public; punctuation, grammar, spelling and word usage; and use of standard office machines and equipment including computer consoles.

Ability to: Read, understand and follow oral and written instructions; communicate and work effectively with others; and prepare simple reports.

**LEVEL II:**

In addition to those knowledges and abilities required of Level I:

Knowledge of: Operation of a computer console in regulating remote surveillance cameras, traffic signals, message signs and other traffic control equipment; operation of a two-way radio, AM/FM rebroadcast/override system, and other telecommunications equipment; operating policies and procedures for the tunnel control center involving traffic safety, normal surveillance and emergency response activity, and the response procedures relevant to the various types of situations reported via the Oahu highway emergency telephone system; and incident report writing.

Ability to: Operate a computer console in regulating remote surveillance cameras, traffic signals, message signs and other traffic control equipment; operate a two-way radio, AM/FM rebroadcast/override system, and other telecommunications equipment; write clear and concise incident reports; and follow oral and written instructions especially during simulated emergency conditions.

**LEVEL III:**

In addition to those knowledges and abilities required of the next lower level:

Knowledge of: Layout and operational responsibilities of the tunnel control center.

Ability to: Operate a computer console in regulating remote surveillance cameras, traffic signals, message signs and other traffic control equipment to assure safe traffic movement and changes required due to emergency situations; write clear and concise incident reports for damage claim or other purposes; work in a cooperative and coordinated fashion with other shift crew members in dealing with emergency traffic situations; respond in accordance with operating policies and procedures to security alarms and traffic emergencies in a calm, deliberate and expeditious manner; speak clearly and concisely in dealing with emergency crew and motorists regarding emergency situations and traffic conditions; understand and interpret equipment and operations manuals, and sensor equipment printouts; maintain shift operational records with consistency and correctness; and supervise the work of others.

**Education Requirement:**

One-half (1/2) year of work experience which demonstrated knowledge of correct English grammar and usage; the ability to read, understand and apply written instructions; and the ability to understand and apply oral instructions.

Graduation from high school, or its equivalent may be substituted for the required experience described above.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

| Class Title                 | Gen<br>Exp<br>(Yrs) | Spclzd<br>Exp<br>(Yrs) | Supvry<br>Exp<br>(Yrs) | Total<br>Exp<br>(Yrs) |
|-----------------------------|---------------------|------------------------|------------------------|-----------------------|
| Tunnel Systems Operator I   | 2                   | 0                      |                        | 2                     |
| Tunnel Systems Operator II  | 2                   | 1                      |                        | 3                     |
| Tunnel Systems Operator III | 2                   | 2                      | *                      | 4                     |

General Experience: Work experience which demonstrated the ability to deal effectively with people; understand and apply written material such as policies and procedures or rules and regulations; communicate effectively orally and in writing; operate common office machines and equipment including computer consoles; and knowledge of English grammar, spelling, and word usage.

Specialized Experience: Work experience in a tunnel control center which included the operation of a computer console in regulating remote surveillance cameras, traffic signals, message signs and other traffic control equipment; operation of a two-way radio, AM/FM rebroadcast/override system, and other telecommunications equipment; and responding to traffic and security incidents by executing traffic control changes and various other emergency procedures and notifying appropriate agencies.

Supervisory Experience: (\*) For the class Tunnel Systems Operator III, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstrations of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; or by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Substitutions Allowed:**

Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree, diploma or certificate of achievement at an accredited community college, business or technical school which included courses in basic English, general clerical procedures, and office machines may be substituted on the basis of fifteen (15) semester credit hours for six (6) months of experience, up to a maximum of one (1) year of the required General Experience.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a

position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**License Required:**

Applicants must possess a valid Type 3 driver's license to drive in the State of Hawaii.

**Selective Certification:**

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, the ability to distinguish basic colors, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results

of the medical examination, and requires the approval of the Director.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new classes TUNNEL SYSTEMS OPERATOR I, II AND III.

DATE APPROVED: 5/2/97      James Takushi  
JAMES H. TAKUSHI  
Director of Human Resources Development